

# Los Alamos

NATIONAL LABORATORY

## memorandum

*Los Alamos Neutron Science Center*  
TA-53 Facility Management Office

*To/MS:* Roger Pynn, DDLANSCE, H845  
*From/MS:* Jim Fraser, LANSCE-FM, H814  
*Phone/FAX:* 665-2584 / 665-4825  
*Symbol:* LANSCE-FM:98-025  
*Date:* March 5, 1998

**Subject: Facility Management Steering Council (FMSC) Meeting Minutes, Feb 19, 1998**

**Attending:**

**Voting Members:** Roger Pynn, DDLANSCE (Chair)  
Martha Zumbro, LANSCE-6  
Michael Fazio, LANSCE-9  
Joyce Roberts, LANSCE-12  
Jim Amann, P-25 (for Susan Seestrom)  
Jim Anderson, APT-TPO  
Gene Peterson, CST  
Jim Fraser, LANSCE-FM

**Nonvoting Members:** Susan Mathews-King, DOE/LAAO  
Lionel Madrid, FSS-IFMPO  
Cory Higgins, FSS-9  
Eric McNamara, ESH-DO  
K. Aaron Menefee, BUS-2/ LANSCE  
Herman Vogt, BUS-2/ LANSCE  
Ken Schlindwein, LANSCE-FM  
John Graham, LANSCE-FM  
Robin Cyr, LANSCE-FM  
Melinda Gutierrez, LANSCE-FM  
Pam Vigil, LANSCE-FM  
Roger Cardon, FSS-9  
Scott Walker, ESH-1  
Tom McDonald, P-23

**Absent:**

**Voting Members:** None.  
**Nonvoting Members:** None.

**Action Items**

**Jim Fraser** Propose charter and membership for Facility Project Review Subcommittee. (Due next meeting)

**Jim Fraser** Propose charter and membership for Space Allocation Subcommittee. (Due next meeting)

**Discussion**

1. Roger Pynn (Landlord and Chairman) opened the first meeting of the Facility Management Steering Council (FMSC) and welcomed attendees. He emphasized this Council was an executive-level body designed to gather stakeholder advice on FM issues. As landlord, he would make the decision, but stakeholder input was a valuable contribution to the decision process.
2. Jim Fraser (TA-53 Facility Manager) presented proposed FMSC charter to Council.
  - A. LANSCE Division Director (Landlord) serves as permanent chair
  - B. Executive-level decision making forum designed to provide stakeholder advice to landlord
  - C. Council should:
    - 1.) Review FM budget to ensure adequate funding and equitable recharge
    - 2.) Develop and review FM performance measures
    - 3.) Sponsor FM/Tenant Partnership Agreements

**Council adopted charter as written (see attach. 1).**

3. Jim Fraser presented a proposal for two subcommittees
  - A. Facility Project Review Subcommittee
    - 1.) FM chairs subcommittee
    - 2.) Tailored membership from stakeholder organizations (look for volunteers)
    - 3.) Develops funding proposals for projects
    - 4.) Prioritizes projects for landlord approval at FMSC
  - B. Space Allocation Subcommittee
    - 1.) FM chairs subcommittee
    - 2.) Tailored membership from stakeholder organizations (look for volunteers)
    - 3.) Prepares recommendations for landlord approval at FMSC

**Council modified proposal to add FMSC voting member (volunteer) to each subcommittee and requested proposed charter/membership be presented at next meeting.**

4. Jim Fraser presented the FY98 FM budget to the Council.
  - A. Recharge budget set at \$8.2M. Execution through first quarter showed actual expenditures ahead of FY97 (\$8.314M) expense rate. Increased spend rate was due to costly breaker maintenance during extended beam-off period.
  - B. Two largest components of FM budget are Maintenance & Operations (M&O) and Radiation Protection/Health & Safety.

5. Ken Schlindwein (Maintenance & Operations Team Leader) presented the FY98 M&O budget.

A. Largest components are Preventive/Predictive Maintenance (P/PM) and Corrective Maintenance (CM).

1.) Work is related. If P/PM is under funded, CM increases as system components fail and need replacement.

a.) FY97 percentages were P/PM - 29% and CM - 33%.

b.) FY98 (1<sup>st</sup> quarter) percentages were P/PM - 42% and CM - 26%. This increase in P/PM is due to large breaker maintenance effort. P/PM remains under funded in FY98.

6. John Graham (Environmental, Safety, and Health Team Leader) presented the FY98 Radiation Protection/Health & Safety budget.

A. Since Radiation Protection costs represented 83% of this budget component, discussion focused on this functional area.

B. TA-53 Radiation Protection program is funded with direct funds as well as square foot recharge funds. Only 52% of program comes from recharge.

C. Recharge funding supports a number of functions (see slides) including management, instrument replacement, counting laboratory, routine facility monitoring, etc.

**Council discussion focused on “system” drivers for Radiation Protection costs. Scott Walker (deployed ESH-1 Team Leader) commented that he was planning on visiting several other accelerator facilities in the Spring to see if health physics costs could be reduced. The Council agreed this was a good first step.**

7. Jim Fraser presented the FY99/2000 budget schedule. The budget will be due to BUS & FSS on Mar 2, 98. The consolidated FM budget will be forwarded to John Browne on Apr 1, 98.

**Council accepted the schedule and authorized the Facility Manager to submit the budget prior to FMSC review and landlord approval. The Council reserved the right to modify the FM budget after submission.**

Respectfully submitted,

*Jim Fraser*

James R. Fraser  
TA-53 Facility Manager

2 Attachments

1. FMSC Charter
2. Presentation Slides